

**GUIDANCE FOR CALCULATING FIVE WIA CORE MEASURES
FOR YOUTH OPPORTUNITY ENROLLEES**

I. CALCULATING FIVE WIA MEASURES FOR YOUTH OPPORTUNITY GRANT SITES

The Workforce Investment Act requires the Department of Labor (DOL) to evaluate the Youth Opportunity (YO) grantees' performance using the seven core youth performance measures. The YO quarterly report specifications contain the instructions for calculating two of these measures: younger youth diploma attainment rate and younger youth skill attainment rate.

The other five WIA youth measures require wage records to be available for calculation. These measures are:

- C Younger youth retention
- C Older youth entered employment
- C Older youth retention
- C Older youth earnings change
- C Older youth credential attainment

There are three possible ways for YO sites to use wage records to calculate these measures. First, the YO grantees could send lists of SSNs of YO enrollees to State workforce development agencies to have the agencies match the UI wage record files and send the appropriate wage record data back to the YO grantees. The YO grantees could then calculate the five performance measures. There are two problems with this approach: 1) it would require all States to provide wage record data for individuals to the grantees, and 2) a significant percentage of the grantees do not have sufficient technical resources to program the reporting specifications.

Second, the YO grantees could obtain the wage record data from the State and forward it to the YO management information system contractor, Automated Data Sciences (ADS). ADS could then calculate the measures. This would only exacerbate the problem of preserving the confidentiality of wage record data.

Third, the YO grantees could send the SSNs of YO enrollees to the State and the State could calculate the five measures and provide the results to the grantees to submit to the Youth Office in DOL's Employment Training Administration. This approach presents the fewest problems because it allows the State to control access to the wage records. Because States must have the identical software to calculate the five measures registered by WIA, there is very little marginal burden for the States.

Therefore, the preferred solution for calculating WIA performance for YO enrollees is for sites to provide an extract file to States and for States to calculate performance using their existing WIA performance calculation software. The only other available option is for sites to send a file to States with SSN, Enrollment Date (equivalent to WIA Registration Date), Date of Birth, WIA Measurement Date (equivalent to WIA exit date) and for States to provide the wage record value to the YO sites. Under this option, the YO sites would generate the reports.

YO sites should use the following specifications to select SSNs of YO enrollees and provide the data required by the State to calculate the five measures:

- C** YO grantees should provide a record to the State based on the attached file format. This record will be in the same format as the record format recommended for State to use in the WIA performance calculation guidance issued in March, 2000 (TEGL 7-99, Attachment C.)
- C** States should be able to use the data provided, in addition to wage record data from State files to calculate the five measures. States can then provide the results (numerator, denominator and rate for each of the five measures) to the sites for submission to DOL. States may also provide wage record data to sites to help them understand their performance or for sites to perform their own calculations.

EXHIBIT I.1

DATA ELEMENTS REQUIRED TO CALCULATE WIA PERFORMANCE FOR YO ENROLLEES

Element Number	WIA Element Description	Equivalent YO Data Element
1	SSN	SSN
2	WIA Title I and Partner Program Participation (Fund Sources).	YO sites should insert the value “YO” in this field so that States can distinguish YO performance from WIA youth performance.
3	Date of Birth.	Date of Birth
4	Date of Registration.	Enrollment Date
5	Date of WIA Exit.	WIA Measurement Date
6	Employed at Registration (Labor Force Status).	Labor Force Status
7	Total Earnings from Wage Records for the Second Quarter Prior to Registration/Dislocation.	Total Earnings from Wage Records for the Second Quarter Prior to Enrollment. To be collected and inserted by the State
8	Total Earnings from Wage Records for the Third Quarter Prior to Registration/Dislocation.	Total Earnings from Wage Records for the Third Quarter Prior to Enrollment. To be collected and inserted by the State
9	Total Earnings from Wage Records for the First Quarter Following the Exit Quarter.	Total Earnings from Wage Records in the First Quarter Following the Exit (Measurement) Quarter. To be collected and inserted by the State.
10	Total Earnings from Wage Records in the Second Quarter Following the Exit Quarter.	Total Earnings from Wage Records in the Second Quarter Following the Exit (Measurement) Quarter. To be collected and inserted by the State
11	Total Earnings from Wage Records in the Third Quarter Following the Exit Quarter.	Total Earnings from Wage Records in the Third Quarter Following the Exit (Measurement) Quarter. To be collected and inserted by the State
12	Employed in the First Quarter Following the Exit Quarter as Determined by Supplemental Sources.	Employed in the First Quarter Following the Exit (Measurement) Quarter as Determined by Supplemental Sources

Element Number	WIA Element Description	Equivalent YO Data Element
13	Employed in the Third Quarter Following the Exit Quarter as Determined by Supplemental Sources.	Employed in the Third Quarter Following the Exit (Measurement) Quarter as Determined by Supplemental Sources
14	Occupation skills training or skills upgrading/retraining and/or workplace training. (Received Training Services).	Not applicable, leave blank
15	Attained Recognized Educational/Occupational Certificate/Credential/ Diploma/Degree (Within the Three Quarters Following the Exit Quarter).	Attained Recognized Educational/Occupational Certificate/Credential/Diploma/Degree (Within the Three Quarters Following the Exit Quarter)
16	Date of Actual or Projected Qualifying Dislocation.	Not applicable, leave blank
17	In Post-Secondary or Advanced Training Program in the First Quarter After Exit.	In Post-Secondary Education or Advanced Training Program in the First Quarter After Exit
18	In Post-Secondary or Advanced Training Program in the Third Quarter After Exit.	In Post-Secondary Education or Advanced Training Program in the Third Quarter After Exit
19	Youth Retention Information (For all youth except those still attending secondary school at exit.) Was the youth active in the third quarter following the exit quarter in any of the following activities: 1= In postsecondary education 2= In advanced training	Not applicable, record in item 18 above
20	Date of High School Diploma or GED	Date achieved GED. Date achieved high school diploma.

Element Number	WIA Element Description	Equivalent YO Data Element
21	Attending Secondary School at Exit. 1= yes 2= no	<p>YO Sites should generate a 1 in this field by the end of the quarter in which the WIA Measurement Date falls for each enrollee who is 14 through 18 years old at Enrollment Date:</p> <p>If School Status at Enrollment is 1 and Most Recent Date Left School is blank</p> <p>OR</p> <p>If School Status at Enrollment is 1 and Most Recent Date Left School is blank or before any of the following dates:</p> <p>Initial date enrolled in high school/jr. high or Subsequent date(s) enrolled in high school/jr. high or Initial date enrolled in alternative school or Subsequent date(s) enrolled in alternative school</p> <p>OR</p> <p>if School Status at enrollment is 2, 3 or 4 and Most Recent Date Left School is blank or before any of the following dates:</p> <p>Initial date enrolled in high school/jr. high or Subsequent date(s) enrolled in high school/jr. high or Initial date enrolled in alternative school or Subsequent date(s) enrolled in alternative school</p> <p>Alternatively, YO sites can create a separate field, to be entered manually, which contains this information. Such a field is not on the YO Data Record for submission to ADS, so this can only be done by non-ADS sites who are submitting files directly to their States.</p>
22	In Military Service (Third Quarter After Exit.)	Record as unsubsidized employment in item 13 above.
23	In a Qualified Apprenticeship (Third Quarter After Exit.)	Record as unsubsidized employment in item 13 above.

States or YO sites who choose to use the WIA Performance Calculation Software provided by MPR should use a Y or N to represent yes or no (and not a 1 or 2) for the following elements listed above: 6,12,13,15,17,18,19,21.

II. MATCHING PARTICIPANT FILES TO WAGE RECORDS

WIA requires the use of Unemployment Insurance (UI) wage record data to determine employment outcomes after exit and to calculate earnings change and earnings replacement rates. There are numerous steps that State staff must perform to create a data set which includes wage record information prior to performing the performance calculations. This section provides guidance on how to perform these tasks. There are two key points that States must bear in mind with regard to the use of wage records:

- C Wage records are the primary source of information for employment after exit and the only source of information for earnings change/replacement rates. If a participant does not appear in the wage records, supplemental sources may be used to establish employment after exit. Wage records are not, however, used to determine employment status at registration.
- C States must wait two full quarters after the quarter of wage activity before using the wage records or making the decision to use supplemental sources of information about employment (if no wage records are located). The reasons for this include: wage record submissions to the State Employment Security Agency are due from employers, in general, 30 days after the end of the quarter in which the wages were earned; and, the processing of 90 to 95 percent of wage record data normally takes 60 days beyond the report due date.

A. MATCHING SOCIAL SECURITY NUMBERS (SSNS) TO UI WAGE RECORD FILES

Matching SSNs of participants who exit WIA to wage record files can occur continuously or can occur at a minimum of twice for each quarter of exiters. States may choose to select wage records for the second and third quarters prior to the registration quarter as soon as someone is registered for WIA services. Exhibit II.1 illustrates the timing of participant/program activities compared to data collection/matching activities. States may also choose to wait until the end of the third quarter after the exit quarter to select UI wage records for the second and third quarters prior to the registration quarter. At this point, States will also be able to calculate the entered employment measure.

EXHIBIT II.1

TIMING OF PARTICIPANT/PROGRAM ACTIVITIES AND DATA/MATCHING ACTIVITIES FOR ENTERED
EMPLOYMENT, RETENTION, AND EARNINGS GAIN/REPLACEMENT MEASURES

Quarter	Pre-Program Quarters 2-3*	Registration Quarter	Possible Activity Quarter(s)	Exit Quarter	Post-Program Quarter 1	Post-Program Quarter 2	Post-Program Quarter 3	Post-Program Quarter 4	Post-Program Quarter 5	Post-Program Quarter 6
Partici- pant/ Program Activity	Possible Employment Earnings Used to Measure Earnings Gain*	Register Receive Services	Receive Services	Exit Date within Quarter or Last Service Received for 90 Days Within Quarter	Possible Employment Earnings Used to Measure EER	Possible Employment Earnings Used to Measure Earnings Gain	Possible Employment Earnings Used to Measure Retention and Earnings Gain	NA	NA	NA
Internal Data Capture/ Matching Activity	None	Decision on Whether to Register or Not Determine Employment Status Capture Earnings for Pre-Program Quarters 2-3*	Record Services Provided	Record Exit Date	Create Exit Group for Prior Qtr. Using Exit Date OR Not Receive Services for 90 Days	NA	Capture Lagged Earnings for Post-Program Quarter 1 at End of Quarter	Capture Lagged Earnings for Post-Program Quarter 2 at End of Quarter Report EER	Capture Lagged Earnings for Post-Program Quarter 3 at End of Quarter	Report Retention and Earnings Gain/ Replacement

* For the dislocated workers, earnings retention measure earnings used for measurement are 2nd and 3rd quarter prior to the dislocation quarter. However, if the date of dislocation is after registration, quarters 2 and 3 prior to registration are used.

At the end of the fifth quarter after the exit quarter, States will collect the UI wage record data for the third quarter after the exit quarter. At this point States can calculate the retention and earnings change/replacement rate measures.

To create the exit cohort, States must select participants with exit dates in the quarter. States should then follow the guidelines presented in Section 4D of this TEGL for determining exit date. Once a State selects an exit cohort, the next step is to divide that cohort into subgroups based on the entry quarter. Defining subgroups is necessary because the participants who exit during a specific quarter will have entered during a range of prior quarters. A State will have to retrieve wage record data for two specific quarters for each subgroup of the exit cohort. Participants who exit from a specific quarter, such as October-December, 1999, will have entered JTPA during a range of quarters from October-December, 1999 back to 1997 and possibly even earlier.

The earliest registration date will determine how far back a State must go to find wage records. For example, if the earliest registration date for an exiter is January, 1997, the earliest quarter of wage records that must be available is the April to June, 1996 quarter. That quarter is the third quarter prior to the registration quarter.

Each entry subgroup must be matched against a different set of quarters. Exhibit II.2 shows the quarters of wage records required for both the preprogram and post-program earnings for those who exited during the fourth quarter of 1999 and who registered between April, 1997 and December, 1999. The blank boxes indicate the specific quarters of wage records that are required, assuming that at least one participant registered in each quarter between April, 1997 and December, 1999. Only two quarters of pre-program wage record data is required for each participant.

B. CREATING DATA SETS FOR PERFORMING CALCULATIONS

Once the correct wage records have been collected and matched to the SSNs, there are still several other steps which must be accomplished before the performance calculations can be done.

1. Creating Multiple Records for Participants Funded by Dual Funding Streams

If there are not already multiple records for participants funded by dual funding streams in the State's database, it is necessary to create multiple records for such participants, because they are included in more than one set of measures. For example:

- C A participant who enters a State's program as a youth funded by the youth program and exits the program while being funded by the adult program should be included in both sets of measures.

EXHIBIT II.2

EXAMPLE OF QUARTERS OF WAGES REQUIRED FOR PARTICIPANTS WHO EXIT IN THE FOURTH QUARTER OF 1999

	Preprogram Earnings												Post-program Earnings		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	96-3	96-4	97-1	97-2	97-3	97-4	98-1	98-2	98-3	98-4	99-1	99-2	00-1	00-2	00-3
99-4															
99-3															
99-2															
99-1															
98-4															
98-3															
98-2															
98-1															
97-4															
97-3															
97-2															

- C A participant who is funded by both the adult program and the dislocated worker program or by the dislocated worker program and the youth program should be counted in both sets of measures.

This requirement to count a participant twice within a single exit cohort does not apply to youth who turn 19 while in the youth program. They are not included in both the younger youth measures and the older youth measures. They are only counted in the younger youth measures, because age at registration defines the group of measures in which a youth is counted.

Thus, duplicate SSNs are appropriate within a set of records for an exit cohort if the duplicate SSNs are for different funding sources. However, there should be no duplicate records with the same SSN, funding source and exit date.

2. Cases Where Wage Records Are Not Available or Are Not Found

If UI wage records cannot be accessed for preprogram earnings for participants who registered for JTPA in prior years, these records should be excluded from earnings change/replacement measure. If the wage records for the required quarters are available, a zero should be inserted for all quarters where wage records were missing. For example, if a participant registered in January, 1997 and the State can only access wage records back to 1997, that participant should be excluded from the earnings change/replacement measures, as described in the calculation specifications. If, however, a participant registered in January, 1999 and the State can access wage records back to 1997 but the participant does not appear in the wage records, the participant should be given values of 0 for preprogram earnings.

3. Aggregating Wage Records from Multiple Employers

One characteristic of UI wage data is that multiple UI wage records exist for participants who work for more than one employer during a particular wage quarter. These records will have duplicate SSN's, but the employer code and earnings amounts will vary. Occasionally, the employer code will be unavailable (null). In cases where the employer code is unavailable, it is appropriate to eliminate records where the SSN and wage value *for that particular quarter* are identical. Records with multiple values representing participants that work for more than one employer during a particular wage quarter must be added together to arrive at a total earnings for the participant in that quarter. For example, if participant A earns \$1,000 at job 1 in quarter 3 and \$2,000 at job 2 in quarter 3, the total earnings for participant A in quarter 3 should be \$3,000.

4. Removing Erroneous Data

Data entry errors must be identified and excluded. This can be done as an exclusion rule or other method. For example, the State should exclude all records with earnings greater than \$40,000 in any one quarter.

Exact duplicate wage records should be eliminated. For example, duplicate wage records for the same SSN, the same employer and the same dollar amount should be eliminated.

V. YOUTH PROGRAM: OLDER YOUTH (AGED 19-21)

These specifications provide guidance for States to calculate performance for older youth who exited from WIA services during a specific quarter, as defined:

All older youth exiters except those who move into post-secondary are subject to the entered employment, retention, earnings change and credential rate calculations.

Older youth are those aged 19 through 21 on the date that they register for WIA services.

A. ENTERED EMPLOYMENT, RETENTION AND EARNINGS CHANGE

This section specifies how to calculate the following three measures for older youth:

1. Older Youth (19-21 years old) Entered Employment Rate:

Of those who are not employed at registration and do not move on to post-secondary education or advanced training:

$$\frac{\text{\# of older youth who have entered employment by the end of the 1st quarter after exit}}{\text{\# of older youth who exit during the quarter}}$$

2. Older Youth Employment Retention Rate:

Of those who are employed in the first quarter after exit and who do not move on to post-secondary or advanced training:

$$\frac{\text{\# of older youth who are employed in the 3rd quarter after exit}}{\text{\# of older youth who exit during the quarter}}$$

3. Older Youth Earnings Change in Six Months:

Of those who are employed in the first quarter after exit and who do not move on to post-secondary education or advanced training:

$$\frac{[\text{Total Post-Program Earnings (earnings in quarter 2 + quarter 3 after exit)}] - [\text{Pre-Program Earnings (earnings in quarters 2+3 prior to registration)}]}{\text{\# of older youth who exit during the quarter.}}$$

This section explains how an exit cohort of older youth can be logically grouped into nineteen separate categories based on their pre- and post-service employment status and their employment retention status (see Exhibit V.1, Nineteen Groups of Older Youth Participants Used to Calculate Entered Employment, Retention and Earnings Change). Once States determine the number of participants who fit each category, they can easily compute these three measures. Dislocated workers who are co-enrolled in the older youth funding stream should be included in both dislocated and older youth measures. This section also explains how to select the quarters of exiters and wage records to use for simulating WIA performance and for actual WIA implementation.

The methodology for calculating performance for older youth is very similar to that used for calculating performance for adults and dislocated workers. There are five additional outcomes for the older youth measure compared to the adult measure, because older youth who are in post secondary education or advanced training in the first quarter after the exit quarter are exempted from the measures. These participants fall into group 5.10. Older youth who are not in post secondary education or advanced training in the first quarter after the exit quarter and are not employed in the third quarter after the exit quarter, but are in post secondary education or advanced training in the third quarter after the exit quarter are exempted from the retention and earnings change measures. These participants fall into groups 5.6, 5.8, 5.16 and 5.18.

As with the adult and dislocated worker measures, participants who exit from the program under the following conditions should be excluded from the measures:

- C For JTPA participant data, exclude those who received objective assessment only and Title II 8% funded programs.
- C Participants who exit from services because they are incarcerated, institutionalized, deceased or have a health/medical condition that prevent them from participating in services, should be excluded from the measures.

Exhibit V.1 shows the nineteen possible measurement outcomes for older youth participants for the combination of the entered employment, retention and earnings change rate measures. These nineteen outcomes are based on the participant's employment status at registration, their employment status one quarter and three quarters after exit and whether they were in post-secondary education or advanced training in the first or third quarters after exit.

Columns 7 through 11 show how the count of participants in each group (or the sum of their earnings for the earnings change measure) is used to calculate each measure. For example, participants in category 5.1 would appear in the numerator and denominator of the entered employment rate, the numerator and denominator of the retention rate, and would be included in the earnings change measure.

EXHIBIT V.1

NINETEEN GROUPS OF OLDER YOUTH PARTICIPANTS USED TO CALCULATE ENTERED EMPLOYMENT, RETENTION AND EARNINGS CHANGE

Participant Group	Participant Characteristics							Use of Each Group in Performance Measures				
	1	2	3	4	5	6	7	Entered Employment		Retention		Earnings Change
								8	9	10	11	12
	Employment Status at Registration	Employed First Quarter after Exit Quarter	If Employed in First Quarter, Information from Wage Records or Other Source	Employed Third Quarter After Exit Quarter	If Employed in Third Quarter, Information from Wage Records or Other Source	In Post Secondary Education or Advanced Training In First Quarter after Exit Quarter	In Post Secondary Education or Advanced Training In Third Quarter after Exit Quarter	Count of Participants Included in Numerator	Count of Participants Included in Denominator	Count of Participants Included in Numerator	Count of Participants Included in Denominator	Participant Earnings Included in Calculation of Measure
5.1	Not Employed	YES	Wage Records	YES	Wage Records	NA	NA	YES	YES	YES	YES	YES
5.2	Not Employed	YES	Wage Records	YES	Supplementary Source	NA	NA	YES	YES	YES	YES	NO
5.3	Not Employed	YES	Supplementary Source	YES	Wage Records	NA	NA	YES	YES	YES	YES	NO
5.4	Not Employed	YES	Supplementary Source	YES	Supplementary Source	NA	NA	YES	YES	YES	YES	NO
5.5	Not Employed	YES	Wage Records	NO	NA	NA	NO	YES	YES	NO	YES	YES
5.6	Not Employed	YES	Wage Records	NO	NA	NA	YES	YES	YES	NO	NO	NO
5.7	Not Employed	YES	Supplementary Source	NO	NA	NA	NO	YES	YES	NO	YES	NO
5.8	Not Employed	YES	Supplementary Source	NO	NA	NA	YES	YES	YES	NO	NO	NO
5.9	Not Employed	NO	NA	NA	NA	NO	NA	NO	YES	NO	NO	NO
5.10	Not Employed	NO	NA	NA	NA	YES	NA	NO	NO	NO	NO	NO

EXHIBIT V.1 (continued)

Participant Group	Participant Characteristics							Use of Each Group in Performance Measures				
	1	2	3	4	5	6	7	Entered Employment		Retention		Earnings Change
								8	9	10	11	12
	Employment Status at Registration	Employed First Quarter after Exit Quarter	If Employed in First Quarter, Information from Wage Records or Other Source	Employed Third Quarter After Exit Quarter	If Employed in Third Quarter, Information from Wage Records or Other Source	In Post Secondary Education or Advanced Training In First Quarter after Exit Quarter	In Post Secondary Education or Advanced Training In Third Quarter after Exit Quarter	Count of Participants Included in Numerator	Count of Participants Included in Denominator	Count of Participants Included in Numerator	Count of Participants Included in Denominator	Participant Earnings Included in Calculation of Measure
5.11	Employed	YES	Wage Records	YES	Wage Records	NA	NA	NO	NO	YES	YES	YES
5.12	Employed	YES	Wage Records	YES	Supplementary Source	NA	NA	NO	NO	YES	YES	NO
5.13	Employed	YES	Supplementary Source	YES	Wage Records	NA	NA	NO	NO	YES	YES	NO
5.14	Employed	YES	Supplementary Source	YES	Supplementary Source	NA	NA	NO	NO	YES	YES	NO
5.15	Employed	YES	Wage Records	NO	NA	NA	NO	NO	NO	NO	YES	YES
5.16	Employed	YES	Wage Records	NO	NA	NA	YES	NO	NO	NO	NO	NO
5.17	Employed	YES	Supplementary Source	NO	NA	NA	NO	NO	NO	NO	YES	NO
5.18	Employed	YES	Supplementary Source	NO	NA	NA	YES	NO	NO	NO	NO	NO
5.19	Employed	NO	NA	NA	NA	NA	NA	NO	NO	NO	NO	NO

Exhibit V.2 is a sample file of older youth participants used to calculate the three measures. Exhibit V.3 is the worksheet used to calculate the older youth entered employment and retention rates and Exhibit V.4 is the worksheet used to calculate the older youth earnings change rate. These worksheets are similar in function to the adult worksheets.

EXHIBIT V.2

SAMPLE FILE OF OLDER YOUTH PARTICIPANTS USED TO CALCULATE ENTERED EMPLOYMENT, RETENTION AND EARNINGS CHANGE

Step 1: Select Exiters and Extract Data Elements

Step 2: Sort into Participant Groups

Step 3: Subtotal Participants and Any Earnings in Each Group

Participant Group	1 SSN	2 Birthdate	3 Registration Date	4 Exit Date	5 Funding Source	6 Employment Status at Registration	7 Wages 3 Quarters Prior to Registration	8 Wages 2 Quarters Prior to Registration	9 Wages 1 st Quarter after Exit	10 If Employed in First Quarter, Information from Wage Records or Other Sources	11 Wages 2 nd Quarter after Exit	12 Wages 3 rd Quarter after Exit	13 If Employed in Third Quarter, Information from Wage Records or Other Sources	14 In Post Secondary or Advanced Training in First Quarter After Exit Quarter	15 In Post Secondary or Advanced Training in Third Quarter After Exit Quarter
5.1	384340268	6/1/79	6/1/99	7/15/99	Youth	Not Employed	2,000	2,000	5,000	Wage Records	4,000	5,000	Wage Records	NA	NA
5.1	194583943	8/14/79	6/15/99	8/21/99	Youth	Not Employed	3,000	3,000	2,000	Wage Records	5,000	2,000	Wage Records	NA	NA
Subtotal	2 Participants						5,000	5,000	7,000		9,000	7,000		NA	NA
5.2	683063858	2/2/79	3/13/99	9/9/99	Youth	Not Employed	NA	NA	3,000	Wage Records	NA	0	Supplementary Source	NA	NA
5.2	683945729	10/10/79	2/27/99	7/15/99	Youth	Not Employed	NA	NA	2,000	Wage Records	NA	0	Supplementary Source	NA	NA
Subtotal	2 Participants						NA	NA	5,000		NA	0		NA	NA
5.3	329368374	11/8/78	1/27/99	8/22/99	Youth	Not Employed	NA	NA	0	Supplementary Source	NA	11,000	Wage Records	NA	NA
5.3	204294835	6/2/79	1/28/99	7/06/99	Youth	Not Employed	NA	NA	0	Supplementary Source	NA	2,000	Wage Records	NA	NA
Subtotal	2 Participants						NA	NA	0		NA	13,000		NA	NA

EXHIBIT V.2 (continued)

Participant Group	1 SSN	2 Birthdate	3 Registration Date	4 Exit Date	5 Funding Source	6 Employment Status at Registration	7 Wages 3 Quarters Prior to Registration	8 Wages 2 Quarters Prior to Registration	9 Wages 1 st Quarter after Exit	10 If Employed in First Quarter, Information from Wage Records or Other Sources	11 Wages 2 nd Quarter after Exit	12 Wages 3 rd Quarter after Exit	13 If Employed in Third Quarter, Information from Wage Records or Other Sources	14 In Post Secondary or Advanced Training in First Quarter After Exit Quarter	15 In Post Secondary or Advanced Training in Third Quarter After Exit Quarter
5.4	152896580	9/9/79	4/3/99	9/9/99	Youth	Not Employed	NA	NA	0	Supplementary Source	NA	0	Supplementary Source	NA	NA
5.4	256871009	8/24/79	2/18/99	8/15/99	Youth	Not Employed	NA	NA	0	Supplementary Source	NA	0	Supplementary Source	NA	NA
5.4	126859745	10/17/78	1/8/99	7/15/99	Youth	Not Employed	NA	NA	0	Supplementary Source	NA	0	Supplementary Source	NA	NA
Subtotal	3 Participants						NA	NA	0		NA	0		NA	NA
5.5	139682046	1/29/79	3/5/99	9/8/99	Youth	Not Employed	6,000	2,000	2,000	Wage Records	2,000	0	NA	NA	NO
5.5	265930369	4/30/79	4/2/99	9/15/99	Youth	Not Employed	0	1,000	3,000	Wage Records	4,000	0	NA	NA	NO
Subtotal	2 Participants						6,000	3,000	5,000		6,000	0	NA	NA	
5.6	830214785	12/21/78	1/6/99	9/9/99	Youth	Not Employed	NA	NA	4,000	Wage Records	NA	0	NA	NA	YES
5.6	048691271	5/3/79	2/14/99	9/16/99	Youth	Not Employed	NA	NA	5,000	Wage Records	NA	0	NA	NA	YES
Subtotal	2 Participants						NA	NA	9,000		NA	0	NA	NA	
5.7	163860345	12/1/78	3/3/99	7/31/99	Youth	Not Employed	NA	NA	0	Supplementary Source	NA	0	NA	NA	NO
5.7	534593396	11/30/78	2/18/99	8/15/99	Youth	Not Employed	NA	NA	0	Supplementary Source	NA	0	NA	NA	NO
Subtotal	2 Participants						NA	NA	0		NA	0	NA	NA	
5.8	339653459	6/2/79	1/26/99	7/31/99	Youth	Not Employed	NA	NA	0	Supplementary Source	NA	0	NA	NA	YES
5.8	034516386	11/8/79	2/21/99	8/15/99	Youth	Not Employed	NA	NA	0	Supplementary Source	NA	0	NA	NA	YES
Subtotal	2 Participants						NA	NA	0		NA	0	NA	NA	

EXHIBIT V.2 (continued)

Participant Group	1 SSN	2 Birthdate	3 Registration Date	4 Exit Date	5 Funding Source	6 Employment Status at Registration	7 Wages 3 Quarters Prior to Registration	8 Wages 2 Quarters Prior to Registration	9 Wages 1 st Quarter after Exit	10 If Employed in First Quarter, Information from Wage Records or Other Sources	11 Wages 2 nd Quarter after Exit	12 Wages 3 rd Quarter after Exit	13 If Employed in Third Quarter, Information from Wage Records or Other Sources	14 In Post Secondary or Advanced Training in First Quarter After Exit Quarter	15 In Post Secondary or Advanced Training in Third Quarter After Exit Quarter
5.9	045386163	5/1/79	9/3/99	7/31/99	Youth	Not Employed	NA	NA	0	NA	NA	NA	NA	NO	NA
5.9	147858302	3/1/79	1/18/99	8/15/99	Youth	Not Employed	NA	NA	0	NA	NA	NA	NA	NO	NA
5.9	259340683	12/24/78	12/15/99	8/12/99	Youth	Not Employed	NA	NA	0	NA	NA	NA	NA	NO	NA
Subtotal	3 Participants						NA	NA	0	NA	NA	NA	NA		NA
5.10	406832593	7/2/79	8/8/99	7/31/99	Youth	Not Employed	NA	NA	0	NA	NA	NA	NA	YES	NA
5.10	100925687	1/15/79	2/21/99	8/15/99	Youth	Not Employed	NA	NA	0	NA	NA	NA	NA	YES	NA
5.10	385868306	12/1/78	11/15/99	8/12/99	Youth	Not Employed	NA	NA	0	NA	NA	NA	NA	YES	NA
Subtotal	3 Participants						NA	NA	0	NA	NA	NA	NA		NA
5.11	451638603	7/3/79	8/1/99	7/31/99	Youth	Employed	0	4,000	4,000	Wage Records	10,000	6,000	Wage Records	NA	NA
5.11	021478583	1/15/79	7/17/99	8/15/99	Youth	Employed	5,000	5,000	5,000	Wage Records	0	6,000	Wage Records	NA	NA
Subtotal	2 Participants						5,000	9,000	9,000		10,000	12,000		NA	NA
5.12	385874120	10/1/78	2/21/99	7/31/99	Youth	Employed	NA	NA	2,000	Wage Records	NA	0	Supplementary Source	NA	NA
Subtotal	1 Participant						NA	NA	2,000		NA	0		NA	NA
5.13	862043483	3/30/79	10/9/99	7/31/99	Youth	Employed	NA	NA	0	Supplementary Source	NA	2,000	Wage Records	NA	NA
5.13	349385491	11/15/78	½/99	8/15/99	Youth	Employed	NA	NA	0	Supplementary Source	NA	3,000	Wage Records	NA	NA
Subtotal	2 Participants						NA	NA	0		NA	5,000		NA	NA
5.14	473869323	4/4/79	8/14/99	7/31/99	Youth	Employed	NA	NA	0	Supplementary Source	NA	0	Supplementary Source	NA	NA
5.14	538492402	6/17/79	6/8/99	8/15/99	Youth	Employed	NA	NA	0	Supplementary Source	NA	0	Supplementary Source	NA	NA
Subtotal	2 Participants						NA	NA	0		NA	0		NA	NA
5.15	123456789	8/1/79	4/14/99	7/31/99	Youth	Employed	0	1,000	2,000	Wage Records	2,000	0	NA	NA	NO
5.15	987654321	12/10/78	3/2/99	8/15/99	Youth	Employed	5,000	2,000	2,000	Wage Records	1,000	0	NA	NA	NO
5.15	543219876	2/14/79	8/10/99	8/12/99	Youth	Employed	4,000	1,000	4,000	Wage Records	3,000	0	NA	NA	NO
Subtotal	3 Participants						9,000	4,000	8,000		6,000	0	NA	NA	

EXHIBIT V.2 (continued)

Participant Group	1 SSN	2 Birthdate	3 Registration Date	4 Exit Date	5 Funding Source	6 Employment Status at Registration	7 Wages 3 Quarters Prior to Registration	8 Wages 2 Quarters Prior to Registration	9 Wages 1 st Quarter after Exit	10 If Employed in First Quarter, Information from Wage Records or Other Sources	11 Wages 2 nd Quarter after Exit	12 Wages 3 rd Quarter after Exit	13 If Employed in Third Quarter, Information from Wage Records or Other Sources	14 In Post Secondary or Advanced Training in First Quarter After Exit Quarter	15 In Post Secondary or Advanced Training in Third Quarter After Exit Quarter
5.16	823541987	6/1/79	8/12/99	8/12/99	Youth	Employed	NA	NA	4,000	Wage Records	NA	0	NA	NA	YES
5.16	987654111	3/2/79	6/1/99	8/15/99	Youth	Employed	NA	NA	3,000	Wage Records	NA	0	NA	NA	YES
5.16	101282545	6/15/79	7/15/99	9/15/99	Youth	Employed	NA	NA	2,000	Wage Records	NA	0	NA	NA	YES
Subtotal	3 Participants						NA	NA	9,000		NA	0	NA	NA	
5.17	015510287	12/15/78	1/21/99	9/03/99	Youth	Employed	NA	NA	0	Supplementary Source	NA	0	NA	NA	NO
5.17	872105431	5/2/79	7/30/99	9/27/99	Youth	Employed	NA	NA	0	Supplementary Source	NA	0	NA	NA	NO
Subtotal	2 Participants						NA	NA	0		NA	0	NA	NA	
5.18	109241010	4/16/79	5/17/99	8/13/99	Youth	Employed	NA	NA	0	Supplementary Source	NA	0	NA	NA	YES
5.18	121314151	6/2/79	8/3/99	7/31/99	Youth	Employed	NA	NA	0	Supplementary Source	NA	0	NA	NA	YES
Subtotal	2 Participants						NA	NA	0		NA	0	NA	NA	
5.19	041421673	1/5/79	9/9/99	7/15/99	Youth	Employed	NA	NA	0	NA	NA	0	NA	NA	NA
5.19	051831674	8/8/79	9/3/99	8/12/99	Youth	Employed	NA	NA	0	NA	NA	0	NA	NA	NA
Subtotal	2 Participants						NA	NA	0	NA	NA	0	NA	NA	NA

EXHIBIT V.3

WORKSHEET TO CALCULATE OLDER YOUTH ENTERED EMPLOYMENT AND RETENTION RATES

Participant Group	Participant Characteristics							Use of Each Group in Performance Measures			
	1	2	3	4	5	6	7	Entered Employment		Retention	
								8	9	10	11
	Employment Status at Registration	Employed First Quarter after Exit Quarter	If Employed in First Quarter, Information from Wage Records or Other Source	Employed Third Quarter After Exit Quarter	If Employed in Third Quarter, Information from Wage Records or Other Source	In Post Secondary Education or Advanced Training Quarter 1	In Post Secondary Education or Advanced Training Quarter 3	Count of Participants Included in Numerator	Count of Participants Included in Denominator	Count of Participants Included in Numerator	Count of Participants Included in Denominator
5.1	Not Employed	YES	Wage Records	YES	Wage Records	NA	NA	2	2	2	2
5.2	Not Employed	YES	Wage Records	YES	Supplementary Source	NA	NA	2	2	2	2
5.3	Not Employed	YES	Supplementary Source	YES	Wage Records	NA	NA	2	2	2	2
5.4	Not Employed	YES	Supplementary Source	YES	Supplementary Source	NA	NA	3	3	3	3
5.5	Not Employed	YES	Wage Records	NO	NA	NA	NO	2	2	NO	2
5.6	Not Employed	YES	Wage Records	NO	NA	NA	YES	2	2	NO	NO
5.7	Not Employed	YES	Supplementary Source	NO	NA	NA	NO	2	2	NO	2
5.8	Not Employed	YES	Supplementary Source	NO	NA	NA	YES	2	2	NO	NO
5.9	Not Employed	NO	NA	NA	NA	NO	NA	NO	3	NO	NO
5.10	Not Employed	NO	NA	NA	NA	YES	NA	NO	NO	NO	NO
5.11	Employed	YES	Wage Records	YES	Wage Records	NA	NA	NO	NO	2	2
5.12	Employed	YES	Wage Records	YES	Supplementary Source	NA	NA	NO	NO	1	1

EXHIBIT V.3 (continued)

Participant Group	Participant Characteristics							Use of Each Group in Performance Measures			
	1	2	3	4	5	6	7	Entered Employment		Retention	
								8	9	10	11
	Employment Status at Registration	Employed First Quarter after Exit Quarter	If Employed in First Quarter, Information from Wage Records or Other Source	Employed Third Quarter After Exit Quarter	If Employed in Third Quarter, Information from Wage Records or Other Source	In Post Secondary Education or Advanced Training Quarter 1	In Post Secondary Education or Advanced Training Quarter 3	Count of Participants Included in Numerator	Count of Participants Included in Denominator	Count of Participants Included in Numerator	Count of Participants Included in Denominator
5.13	Employed	YES	Supplementary Source	YES	Wage Records	NA	NA	NO	NO	2	2
5.14	Employed	YES	Supplementary Source	YES	Supplementary Source	NA	NA	NO	NO	2	2
5.15	Employed	YES	Wage Records	NO	NA	NA	NO	NO	NO	NO	3
5.16	Employed	YES	Wage Records	NO	NA	NA	YES	NO	NO	NO	NO
5.17	Employed	YES	Supplementary Source	NO	NA	NA	NO	NO	NO	NO	2
5.18	Employed	YES	Supplementary Source	NO	NA	NA	YES	NO	NO	NO	NO
5.19	Employed	NO	NA	NA	NA	NA	NA	NO	NO	NO	NO
TOTAL								17	20	16	25
DIVIDE NUMERATOR BY DENOMINATOR								85%		64%	

EXHIBIT V.4

WORKSHEET TO CALCULATE OLDER YOUTH EARNINGS CHANGE

Step 4: Copy the Number of Participants and Dollars in Each Group onto the Worksheet

Step 5: Add Totals for Each Column

Step 6: Perform the Calculations

Participant Group		Quarters Prior to Entry Quarter		A	Quarters After Exit Quarter		B	Earnings Change
Older Youth	Number of Participants	3 rd	2 nd	Sum of Quarters	2 nd	3 rd	Sum of Quarters	B Minus A
5.1	2	\$5,000	\$5,000	\$10,000	\$9,000	\$7,000	\$16,000	\$6,000
5.2								
5.3								
5.4								
5.5	2	\$6,000	\$3,000	\$9,000	\$6,000	\$0	\$6,000	(\$3,000)
5.6								
5.7								
5.8								
5.9								
5.10								
5.11	2	\$5,000	\$9,000	\$14,000	\$10,000	\$12,000	\$22,000	\$8,000
5.12								
5.13								
5.14								
5.15	3	\$9,000	\$4,000	\$13,000	\$6,000	\$0	\$6,000	(\$7,000)
5.16								
5.17								
5.18								
5.19								
C Total Participants	9							D Net Total Earnings
								\$4,000

B. CREDENTIAL RATE

This section specifies how to calculate the older youth credential rate:

of older youth who were in employment/post-secondary education/advanced training
by the end of the first quarter after exit and received a credential by the end of the third
quarter after exit

of older youth who exit during the quarter

This section explains how an exit cohort of older youth can be logically grouped into four separate categories based on whether they were employed in the first quarter after the exit quarter, whether they were in post-secondary education or advanced training in the first quarter after the exit quarter, and whether they received a credential within three quarters after the exit quarter. See Exhibit V.5, *Six Groups of Older Youth Participants Used to Calculate Credential Rate*. Once States determine the number of participants who fit each category, they can easily compute this measure.

The older youth exit cohort which is included in this measure is identical to participant group 5, the group of older youth who exited during the quarter that is used to measure entered employment, retention and earnings change. Whereas in the adult and dislocated worker employment and credential measures the participant had to receive training services, all older youth who exit during a quarter are included in this measure.

If the participant was employed in the first quarter after the exit quarter, as determined either through wage records or through a supplementary source, record a yes in column 1. This would include all participants in participant groups 5.1 through 5.8 and those participants in groups 5.11 through 5.18 from the files created to calculate older youth entered employment, retention and earnings change.

Exhibits V.6 and V.7 are a sample file of older youth participants used to calculate the credential rate, and the worksheet used to calculate this measure.

EXHIBIT V.5

SIX GROUPS OF OLDER YOUTH PARTICIPANTS USED TO CALCULATE CREDENTIAL RATE

Participant Group	Participant Characteristics			Use of Each Group in Performance Measure	
	1 Employed First Quarter after Exit Quarter	2 In Post-Secondary Education or Advanced Training in Quarter After Exit Quarter	3 Attained State-Recognized Educational/Occupational Certificate/Credential/ Diploma/Degree Within 3 Quarters After Exit Quarter	4 Count of Participants Included in Numerator	5 Count of Participants Included in Denominator
6.1	YES	NA	YES	YES	YES
6.2	YES	NA	NO	NO	YES
6.3	NO	YES	YES	YES	YES
6.4	NO	NO	YES	NO	YES
6.5	NO	YES	NO	NO	YES
6.6	NO	NO	NO	NO	YES

EXHIBIT V.6
SAMPLE FILE OF OLDER YOUTH PARTICIPANTS USED TO CALCULATE CREDENTIAL RATE

Step 1: Select Exiters and Extract Data Elements

Step 2: Sort into Participant Groups

Step 3: Subtotal Participants in Each Group

Participant Group	1 SSN	2 Registration Date	3 Birthdate	4 Exit Date	5 Funding Source	6 Employed First Quarter after Exit Quarter	7 In Post-Secondary Education or Advanced Training in Quarter after Exit Quarter	8 Attained State Recognized Educational/ Occupational Certificate/ Credential/ Diploma/Degree Within 3 Quarters after Exit Quarter
6.1	384340268	1/15/99	1/3/79	7/15/99	Youth	YES	NA	YES
6.1	168068974	12/2/98	3/30/78	9/1/99	Youth	YES	NA	YES
6.1	194583943	2/19/99	12/1/79	8/21/99	Youth	YES	NA	YES
Subtotal	3 Participants							
6.2	683063858	3/20/99	11/21/79	9/9/99	Youth	YES	NA	NO
6.2	183945729	5/12/99	4/15/80	7/15/99	Youth	YES	NA	NO
Subtotal	2 Participants							
6.3	230489751	12/15/98	4/8/78	9/1/99	Youth	NO	YES	YES
Subtotal	1 Participant							
6.4	130568940	8/5/99	11/20/79	8/12/99	Youth	NO	NO	YES
Subtotal	1 Participant							
6.5	132987610	5/6/99	11/8/79	9/11/99	Youth	NO	YES	NO
Subtotal	1 Participant							
6.6	365105941	3/13/99	12/25/78	8/11/99	Youth	NO	NO	NO
Subtotal	1 Participant							

EXHIBIT V.7

WORKSHEET TO CALCULATE OLDER YOUTH CREDENTIAL RATE

Step 4: Copy the Number of Participants in Each Group onto the Worksheet

Step 5: Add Totals for Each Column

Step 6: Perform the Calculations

Participant Group	Participant Characteristics			Use of Each Group in Performance Measure	
	1 Employed First Quarter after Exit Quarter	2 In Post-Secondary Education or Advanced Training in Quarter After Exit Quarter	3 Attained State-Recognized Educational/Occupation al Certificate/Credential/ Diploma/Degree Within 3 Quarters After Exit Quarter	4 Count of Participants Included in Numerator	5 Count of Participants Included in Denominator
6.1	YES	NA	YES	3	3
6.2	YES	NA	NO	NO	2
6.3	NO	YES	YES	1	1
6.4	NO	NO	YES	NO	1
6.5	NO	YES	NO	NO	1
6.6	NO	NO	NO	NO	1
TOTAL				4	9
DIVIDE NUMERATOR BY DENOMINATOR				44%	

**YOG SITES WILL BE REQUIRED TO NEGOTIATE AND REPORT AN IN-SCHOOL
AND OUT-OF-SCHOOL YOUTH RATE FOR THE YOUNGER YOUTH MEASURES**

VI. YOUTH PROGRAM: YOUNGER YOUTH (14-18)

These specifications provide guidance for States to calculate performance for youth aged 14 through 18 at registration who exit from WIA services during a specific quarter for one measure:

1. Placement and retention in post secondary education, advanced training, military service, employment, or qualified apprenticeships

C. YOUNGER YOUTH RETENTION

This section explains how an exit cohort of younger youth can be logically grouped into three separate categories based on whether they were in post secondary education, advanced training, employment, military service, or qualified apprenticeships in any of the three quarters after exit and whether they were in secondary school at exit. See Exhibit VI.4, Three Groups of Younger Youth Participants Used to Calculate Retention Rate.

There are three possible outcomes for younger youth based on whether they were in one of the five activities listed above in the third quarter after exit: (1) if the participant is enrolled in secondary school at exit, the participant is excluded from the measure; (2) if the participant participated in only one of the five activities, the participant is included in the numerator; or (3) if the participant participated in none of the five, the participant is only included in the denominator. This measure is defined as follows:

of participants found in one of the following in the 3rd quarter after exit:

- post secondary education
- advanced training
- employment
- military service
- qualified apprenticeships

of younger youth during the quarter (except those still in secondary school at exit)

EXHIBIT VI.4

THREE GROUPS OF YOUNGER YOUTH PARTICIPANTS USED TO CALCULATE RETENTION RATE

Participant Group	Participant Characteristics		Use of Each Group in Performance Measure	
	1	2	3	4
	In Secondary School on Exit Date	Active in the Third Quarter Following the Exit Quarter in any of the Following Activities: Employment Military Service Post-Secondary Education Advanced Training Qualified Apprenticeship	Count of Participants Included in Numerator	Count of Participants Included in Denominator
8.1	NO	YES	YES	YES
8.2	NO	NO	NO	YES
8.3	YES	NA	NO	NO

1. Create Files

Perform the following steps in order to create the files.

Step 1: Select the exiters from the report quarter and extract the data elements as specified in Exhibit VI.4. As with other measures, participants who exit from the program under the following conditions should be excluded from the measures:

- C For JTPA participant data, exclude those who received objective assessment only and Title II 8% funded programs.
- C Participants who exit from services because they are incarcerated, institutionalized, deceased or have a health/medical condition that prevent them from participating in services, should be excluded from the measures.
- C For JTPA participant data, exclude dislocated workers served exclusively with National Reserve Account (NRA) funds. For WIA participant data, exclude dislocated workers served exclusively with National Emergency Grants.

Step 2: Sort the exiters into three groups based on whether the participant was in secondary school on exit date and whether they were active in any of the five activities or by the end of the first quarter after the exit quarter. See Exhibit VI.5, Sample File of Younger Youth Participants Used to Calculate Retention Rate.

For example: If the participant was not in secondary school at exit and was employed in the third quarter after the exit quarter, assign to participant group 8.1.

Step 3: Subtotal the number of participants in each group.

2. Calculate Performance

Step 4: Copy the number of participants in each group onto the worksheet. See Exhibit VI.6, Worksheet to Calculate Younger Youth Retention Rate.

Step 5: Add totals for each column on the worksheet.

Step 6: Perform the calculations (divide numerator by denominator).

EXHIBIT VI.5

SAMPLE FILE OF YOUNGER YOUTH PARTICIPANTS USED TO CALCULATE RETENTION RATE

- Step 1: Select Exiters and Extract Data Elements
 Step 2: Sort into Participant Groups
 Step 3: Subtotal Participants in Each Group

Participant Group	1 SSN	2 Registration Date	3 Birthdate	4 Exit Date	5 Funding Source	6 In Secondary School on Exit Date	7 Wages in the Third Quarter After Exit	8 Employed in Third Quarter after Exit as Determined from Supplemental Sources	9 In Post-Secondary Education or Advanced Training in the Third Quarter after Exit	10 In Qualified Apprenticeship in the Third Quarter after Exit	11 In Military Service in the Third Quarter after Exit
8.1	384340268	2/5/99	1/15/81	7/15/99	Youth	NO	\$3,000	NA	NO	NO	NO
8.1	135902678	1/6/99	5/18/81	9/9/99	Youth	NO	0	NO	YES	NO	NO
8.1	194583943	12/16/98	6/06/82	8/21/99	Youth	NO	0	NO	NO	YES	NO
Subtotal	3 Participants										
8.2	683063858	1/8/99	2/5/81	9/5/99	Youth	NO	0	NO	NO	NO	NO
8.2	683945729	11/15/98	3/8/82	9/1/99	Youth	NO	0	NO	NO	NO	NO
Subtotal	2 Participants										
8.3	156784501	4/6/99	3/10/82	8/2/99	Youth	YES	0	NO	NO	NO	NO
Subtotal	1 Participant										

EXHIBIT VI.6

WORKSHEET TO CALCULATE YOUNGER YOUTH RETENTION RATE

- Step 4: Copy the Number of Participants in Each Group onto the Worksheet
 Step 5: Add Totals for Each Column
 Step 6: Perform the Calculations

Participant Group	Participant Characteristics		Use of Each Group in Performance Measure	
	1 In Secondary School on Exit Date	2 Active in the Third Quarter Following the Exit Quarter in any of the Following Activities: Employment Military Service Post-Secondary Education Advanced Training Qualified Apprenticeship	3 Count of Participants Included in Numerator	4 Count of Participants Included in Denominator
8.1	NO	YES	3	3
8.2	NO	NO	NO	2
8.3	YES	NA	NO	NO
TOTAL			3	5
DIVIDE NUMERATOR BY DENOMINATOR			60%	